**FSA**

**eZ-Audit**
**Use-Case Specification 8: Reporting**

**Version 1.1**

# Revision History

| Date | Version | Description | Author |
|---|---|---|---|
| 07/17/2002 | 1.0 | Final version created for 7/17 deliverable submission. | Matt Portolese |
| 08/05/2002 | 1.1 | Revised version created for deliverable re-submission | Matt Portolese |
| | | | |
| | | | |

# Table of Contents

# Use-Case Specification 8: Reporting

## 1. Generate a report

### 1.1 Brief Description

Internal users will have the ability to run reports for certain data.  Each report will offer optional filtering capabilities for each field listed.  Each report will also allow the user to sort on any column that is listed.

## 2. Flow of Events

### 2.1 Basic Flow

1) **Resolution actor clicks on the reports link on the home page.**

2) **System presents the opens a new browser window and launches the address http://fp-mart.sfa.ed.gov/microstrategy7/Projects.asp.**

The user is shown the FSA Datamart Web Reports Portal.  This page provides access to several reporting areas within the Department of Education.  In the main content portion of the page will be a graphic and text that reads:

"eZ-Audit

This project contains reports associated with the submission of electronic financial statements and compliance audits."

3) **The Resolution User actor opens the eZ-Audit reports function.**

The Resolution User actor clicks on the eZ-Audit title or the graphic adjacent to the description of the eZ-Audit reports.

4) **The System displays the login page for the reports.**

The system displays the login page for the report functionality.

5) **The Resolution User actor logs into the report system.**

The user enters their username and password into the system.  The user then clicks the 'Login' button.

6) **The system presents the list of reports page.**

The system presents a list of 14 reports on the page.  Each report has a graphic with a title and description.  The graphic and title of each report is a link to the report.  The list will display the following titles and descriptions:

| Title | Description |
|---|---|
| Closeout | Information regarding closeout. |
| Correspondence | Correspondence list. |
| Completed Audits | Information on all completed audits |
| In-Process Audits | Information on all unresolved and overdue audits. |
| Compliance Audits Summary | Summary of current compliance audits. |
| In-Process Flagged Financial Statements | Information on all flagged financial statements that are in-process. |

| Completed Flagged Financial Statements | Information on all flagged financial statements that are complete. |
|---|---|
| Financial Statement Summary | Summary of current financial statements |
| Zone | Information on all institutions in the Zone. |
| LOC | Information regarding all letters of credit. |
| Delinquency/Missing | Information regarding all delinquent and missing submissions. |
| Reminder | Information regarding all reminder letters that have been sent. |
| School Group | Information regarding current school groups. |
| Executive Summary for All Submissions | Summary of all submission by submission type(i.e., A-133, FSA Audits, FSA Financial Statements, etc.) |

**7) The Resolution User actor selects the 'Closeout' report.**

The user clicks on the link titled 'Closeout'.

**8) The system presents set-up page for the report.**

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of 3 ways:

  a) User types in information separated by commas, using * for wildcards. For example: A city would be entered as 'Washington', or 'wash*', or possibly 'wash*, Baltimore'.

  b) User will select information from a standard list. For example: institution type will always present the following choices: Public, private and non-profit, and proprietary. The user may leave blank to select all choices, click on one to select only one choice, or hold the control key down on the keyboard and selecting multiple options.

  c) User will select information from a pre-populated list. The report engine will do a search in the database for all possible values and present them to the user in a list box. The user will then select one or many choices the same as in option b.

The following fields will be common in all reports. The format of the report and the field types to select are the following:

| Field | Type of Entry | Data |
|---|---|---|
| OPEID | a | Text |
| Institution Name | a | Text |
| School Group | a | Text |
| Institution Type | b | Public, private and non-profit, proprietary |
| Case Team | b | 1, 2, 3, 4,5, 6, 7, 8, 9, 10, and 11 |
| Submission Type | b | financial statements, audits, additional information, closeout, initial application, change in ownership, IG Audits |
| City | a | Text |
| State | a | Text |
| Postal Code | a | Text |
| Province | c | Pre-populated from database |
| Country | c | Pre-populated from database |

The following fields are specific to this report:

| Field | Type of Entry | Data |
|---|---|---|
| Closeout Letter Sent Date | a | Text |
| Engagement Letter Receive Date | a | Text |
| Delinquent Date | a | Text |
| Missing Date | a | Text |
| Audit Due Date | a | Text |
| Audit Receive Date | a | Text |
| Submission Status | c | Pre-populated from database |
| CPA Firm Name | a | Text |

**9) The Resolution User actor enters the filter information and generates the report.**

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

**10) The system displays the report.**

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- Institution Type
- Case Team
- Submission Type
- City
- State
- Closeout Letter Sent Date
- Engagement Letter Sent Date
- Delinquent Date (= Due Date + 1 day)
- Missing Date (= Delinquent Date + 30 days)
- Audit Due Date (= Closure Date + 45 days)
- Audit Receive Date
- Submission Status
- CPA Firm Name

**11) The Resolution User actor views the report and exits the system.**

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

**12) The system logs the user out.**

The system displays the logout page with a link stating 'Click here to log back into the system."

**13) The Resolution User actor closes the window.**

The user closes the web browser window by selecting File -> Close from the browser menu bar.

### 2.2 Alternative Flows

#### 2.2.1 User views Correspondence Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

**7) The Resolution User actor selects the 'Correspondence' report.**

The user clicks on the link titled 'Correspondence'.

**8) The system presents set-up page for the report.**

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

| Field | Type of Entry | Data |
|---|---|---|
| Correspondence Type | c | Pre-populated from database |
| Correspondence Date | a | Text |
| Fiscal Year End | c | Pre-populated from database |
| CPA Firm Name | a | Text |
| ACN | a | Text |

**9) The Resolution User actor enters the filter information and generates the report.**

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

**10) The system displays the report.**

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- Institution Type
- Case Team
- Submission Type
- City
- State
- Correspondence Type
- Correspondence Date
- Fiscal Year End
- CPA Firm Name
- ACN

**11) The Resolution User actor views the report and exits the system.**

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

**12) The system logs the user out.**

The system displays the logout page with a link stating 'Click here to log back into the system."

### 13) The Resolution User actor closes the window.

The user closes the web browser window by selecting File -> Close from the browser menu bar.

### 2.2.2 User views Completed Audits Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

### 7) The Resolution User actor selects the 'Completed Audits' report.

The user clicks on the link titled 'Completed Audits'.

### 8) The system presents set-up page for the report.

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

| Field | Type of Entry | Data |
|---|---|---|
| ACN | a | Text |
| Received Date | a | Text |
| Issue Date | a | Text |
| ARS | c | Pre-populated from database |
| FAD Sent Date | a | Text |
| Administrative Stay Status | c | Pre-populated from database |
| Audit Cycle Time | a | Text |
| CPA Firm Name | a | Text |

### 9) The Resolution User actor enters the filter information and generates the report.

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

### 10) The system displays the report.

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- Institution Type
- Case Team
- Submission Type
- City
- State
- ACN
- Received Date
- Off-Hold Date (=Date 'Administrative Stay Status' becomes "null")
- Issue Date
- ARS

- FAD Sent Date
- Administrative Stay Status
- Audit Cycle Time (days) (= FAD Sent Date – Received Date)
- CPA Firm Name

**11) The Resolution User actor views the report and exits the system.**

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

**12) The system logs the user out.**

The system displays the logout page with a link stating 'Click here to log back into the system."

**13) The Resolution User actor closes the window.**

The user closes the web browser window by selecting File -> Close from the browser menu bar.

### 2.2.3  User views In-process Audits Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

**7)  The Resolution User actor selects the 'In-process Audits' report.**

The user clicks on the link titled 'In-process Audits'.

**8)  The system presents set-up page for the report.**

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

| Field | Type of Entry | Data |
|---|---|---|
| ACN | a | Text |
| Received Date | a | Text |
| Issue Date | a | Text |
| ARS | c | Pre-populated from database |
| Days Open | a | Text |
| Due Date | a | Text |
| Days Left | a | Text |
| Days Overdue | a | Text |
| On-hold Date | a | Text |
| Administrative Stay Status | c | Pre-populated from database |
| CPA Firm Name | a | Text |

**9)  The Resolution User actor enters the filter information and generates the report.**

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

**10) The system displays the report.**

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- Institution Type
- Case Team
- Submission Type
- City
- State
- ACN
- Received Date
- Issue Date
- ARS
- Days Open (= Current Date – Received Date)
- Due Date (= Received Date + (180 Days for FSA or 270 Days for A-133))
- Days Left (= Due Date – Received Date)
- Days Overdue (= Received Date – Due Date)
- Administrative Stay Status
- On-hold Date
- CPA Firm Name

**11) The Resolution User actor views the report and exits the system.**

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

**12) The system logs the user out.**

The system displays the logout page with a link stating 'Click here to log back into the system."

**13) The Resolution User actor closes the window.**

The user closes the web browser window by selecting File -> Close from the browser menu bar.

*2.2.4 User views Compliance Audits Summary Report*

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

**7) The Resolution User actor selects the 'Compliance Audits Summary' report.**

The user clicks on the link titled 'Compliance Audits Summary'.

**8) The system presents set-up page for the report.**

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

| Field | Type of Entry | Data |
|---|---|---|
| ACN | a | Text |
| Received Date | a | Text |

| Issue Date | a | Text |
|---|---|---|
| ARS | c | Pre-populated from database |
| FAD Sent Date | a | Text |
| Administrative Stay Status | c | Pre-populated from database |
| On-hold Date | a | Text |
| Audit Cycle Time | a | Text |
| CPA Firm Name | a | Text |
| Total Liability Amount | a | Text |
| DDIF Liability Amount | a | Text |
| Findings(Code Description) | a | Text |
| Deficiency Indicator | c | Pre-populated from database |
| Program Area | a | Text |
| Hold Cycle Time | a | Text |

**9)  The Resolution User actor enters the filter information and generates the report.**

The user types in or selects all information desired to filter for the report.  Any fields not entered will return all possible data.  The user clicks on the 'Generate Report' button when completed.

**10)  The system displays the report.**

The system retrieves information based on the filter criteria and generates the report.  All fields listed in the report are sortable by clicking the arrow ($\nabla$) next to the title of the column.  The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- Institution Type
- Case Team
- Submission Type
- City
- State
- ACN
- Received Date
- Issue Date
- ARS
- FAD Sent Date
- Administrative Stay Status
- On-hold Date
- Off-hold Date (= Date 'Administrative Stay' status becomes 'null'
- Audit Cycle Time (days) (= FAD Sent Date – Received Date)
- CPA Firm Name
- Total Liability Amount (= ACD Liability Amount)
- DDIF Liability Amount
- Findings(Code Description)
- Deficiency Indicator
- Program Area
- Hold Cycle Time (= Off-hold date – On-hold date)

**11)  The Resolution User actor views the report and exits the system.**

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

**12) The system logs the user out.**

The system displays the logout page with a link stating 'Click here to log back into the system."

**13) The Resolution User actor closes the window.**

The user closes the web browser window by selecting File -> Close from the browser menu bar.

### 2.2.5  *User views In-process Flagged Financial Statements Report*

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

**7)  The Resolution User actor selects the 'In-process Flagged Financial Statements' report.**

The user clicks on the link titled 'In-process Flagged Financial Statements'.

**8)  The system presents set-up page for the report.**

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

| Field | Type of Entry | Data |
|---|---|---|
| Fiscal Year End | a | Text |
| Received Date | a | Text |
| Composite Score | a | Text |
| Conclusion | c | Pre-populated from database |
| Reason Flagged | c | Pre-populated from database |
| Financial Analyst | a | Text |
| Days Open | a | Text |
| Due Date | a | Text |
| Days Overdue | a | Text |
| Days Left | a | Text |
| Assignment Date | a | Text |
| CPA Firm Name | a | Text |

**9)  The Resolution User actor enters the filter information and generates the report.**

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

**10) The system displays the report.**

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow ($\nabla$) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- Institution Type

- Case Team
- Submission Type
- City
- State
- Fiscal Year End
- Received Date
- Composite Score
- Conclusion
- Reason Flagged
- Financial Analyst
- Days Open (= Current Date – Received Date)
- Due Date (= Received Date + 180 Days)
- Days Left (= Due Date – Received Date)
- Days Overdue (= Received Date – Due Date)
- Assignment Date
- CPA Firm Name

**11) The Resolution User actor views the report and exits the system.**

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

**12) The system logs the user out.**

The system displays the logout page with a link stating 'Click here to log back into the system."

**13) The Resolution User actor closes the window.**

The user closes the web browser window by selecting File -> Close from the browser menu bar.

### 2.2.6 User views Completed Flagged Financial Statements Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

**7) The Resolution User actor selects the 'Completed Flagged Financial Statements' report.**

The user clicks on the link titled 'Completed Flagged Financial Statements'.

**8) The system presents set-up page for the report.**

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

| Field | Type of Entry | Data |
|---|---|---|
| Fiscal Year End | a | Text |
| Received Date | a | Text |
| Composite Score | a | Text |
| Conclusion | c | Pre-populated from database |
| Resolution | c | Pre-populated from database |
| Resolution Date | a | Text |
| Financial Analyst | a | Text |
| Cycle Time | a | Text |

| CPA Firm Name | a | Text |
| --- | --- | --- |

**9) The Resolution User actor enters the filter information and generates the report.**

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

**10) The system displays the report.**

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- Institution Type
- Case Team
- Submission Type
- City
- State
- Fiscal Year End
- Received Date
- Composite Score
- Conclusion
- Resolution
- Resolution Date
- Financial Analyst
- Cycle Time (days) (=Resolution Date – Received Date)
- CPA Firm Name

**11) The Resolution User actor views the report and exits the system.**

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

**12) The system logs the user out.**

The system displays the logout page with a link stating 'Click here to log back into the system."

**13) The Resolution User actor closes the window.**

The user closes the web browser window by selecting File -> Close from the browser menu bar.

### 2.2.7 User views Financial Statement Summary Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

**7) The Resolution User actor selects the 'Financial Statement Summary' report.**

The user clicks on the link titled 'Financial Statement Summary'.

**8) The system presents set-up page for the report.**

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

| Field | Type of Entry | Data |
|---|---|---|
| Fiscal Year End | a | Text |
| Received Date | a | Text |
| Composite Score | a | Text |
| Conclusion | c | Pre-populated from database |
| Resolution | c | Pre-populated from database |
| Resolution Date | a | Text |
| Financial Analyst | a | Text |
| Cycle Time | a | Text |
| CPA Firm | a | Text |
| Assignment Date | a | Text |
| Reason Flagged | c | Pre-populated from database |

**9) The Resolution User actor enters the filter information and generates the report.**

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

**10) The system displays the report.**

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- Institution Type
- Case Team
- Submission Type
- City
- State
- Fiscal Year End
- Received Date
- Composite Score
- Conclusion
- Resolution
- Resolution Date
- Financial Analyst
- Cycle Time (days) (=Resolution Date – Received Date)
- CPA Firm
- Assignment Date
- Reason Flagged

**11) The Resolution User actor views the report and exits the system.**

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

**12) The system logs the user out.**

The system displays the logout page with a link stating 'Click here to log back into the system."

**13) The Resolution User actor closes the window.**

The user closes the web browser window by selecting File -> Close from the browser menu bar.

## 2.2.8  User views Zone Report

Steps 1-6 are the same for the alternate use cases.  Only the following steps will change.

**7)  The Resolution User actor selects the 'Zone' report.**

The user clicks on the link titled 'Zone'.

**8)  The system presents set-up page for the report.**

The system retrieves information for the report and prompts the user for filter inputs.  All inputs will be considered optional.  Any inputs left blank will return all possible information for that field.  Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

| Field | Type of Entry | Data |
|---|---|---|
| Fiscal Year End | a | Text |
| Composite Score | a | Text |
| Conclusion | c | Pre-populated from database |
| Years in Zone | a | Text |
| Consecutive Years in Zone | a | Text |
| Resolution | c | Pre-populated from database |
| Resolution Date | a | Text |
| CPA Firm Name | a | Text |

**9)  The Resolution User actor enters the filter information and generates the report.**

The user types in or selects all information desired to filter for the report.  Any fields not entered will return all possible data.  The user clicks on the 'Generate Report' button when completed.

**10) The system displays the report.**

The system retrieves information based on the filter criteria and generates the report.  All fields listed in the report are sortable by clicking the arrow ($\nabla$) next to the title of the column.  The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- Institution Type
- Case Team
- Submission Type
- City
- State
- Fiscal Year End
- Composite Score

- Conclusion
- Years in Zone
- Consecutive Years in Zone
- Resolution
- Resolution Date
- CPA Firm Name

**11) The Resolution User actor views the report and exits the system.**

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

**12) The system logs the user out.**

The system displays the logout page with a link stating 'Click here to log back into the system."

**13) The Resolution User actor closes the window.**

The user closes the web browser window by selecting File -> Close from the browser menu bar.

### 2.2.9 User views LOC Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

**7) The Resolution User actor selects the 'LOC' report.**

The user clicks on the link titled 'LOC'.

**8) The system presents set-up page for the report.**

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

| Field | Type of Entry | Data |
|---|---|---|
| LOC Request Date | a | Text |
| LOC Due Date | a | Text |
| LOC Receipt Date | a | Text |
| LOC Expiration Date | a | Text |
| LOC Release Date | a | Text |
| LOC Amount | a | Text |
| % of Funding | a | Text |
| LOC # | a | Text |
| Cycle Time | c | Pre-populated from database |
| Reason Flagged | c | Pre-populated from database |
| Financial Analyst | a | Text |

**9) The Resolution User actor enters the filter information and generates the report.**

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

**10) The system displays the report.**

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- Institution Type
- Case Team
- Submission Type
- City
- State
- LOC Request Date
- LOC Due Date
- LOC Receipt Date
- LOC Expiration Date
- LOC Release Date
- LOC Amount
- % of Funding
- LOC #
- Cycle Time (=LOC Request Date – LOC Receipt Date)
- Reason Flagged
- Financial Analyst

**11) The Resolution User actor views the report and exits the system.**

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

**12) The system logs the user out.**

The system displays the logout page with a link stating 'Click here to log back into the system."

**13) The Resolution User actor closes the window.**

The user closes the web browser window by selecting File -> Close from the browser menu bar.

### 2.2.10 User views Delinquency/Missing Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

**7) The Resolution User actor selects the 'Delinquency/Missing' report.**

The user clicks on the link titled 'Delinquency/Missing'.

**8) The system presents set-up page for the report.**

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

| Field | Type of Entry | Data |
|---|---|---|
| Due Date | a | Text |
| Fiscal Year End | c | Pre-populated from database |

| Received Date | a | Text |
|---|---|---|
| Resubmission Date | a | Text |
| Completeness Flag | a | Text |
| Submission Status | a | Text |
| Waiver Flag | b | True / False |
| Extension Date | a | Text |
| Cycle Time | a | Text |
| Referral Date | a | Text |
| Delinquency Letter Sent Date | a | Text |
| Reminder Letter Sent Date | a | Text |

**9) The Resolution User actor enters the filter information and generates the report.**

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

**10) The system displays the report.**

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- Institution Type
- Case Team
- Submission Type
- City
- State
- Due Date
- Fiscal Year End
- Received Date
- Resubmission Date
- Completeness Flag
- Submission Status
- Waiver Flag
- Extension Date
- Cycle Time (days) (= Current Date – Due Date)
- Referral Date
- Delinquency Letter Sent Date
- Reminder Letter Sent Date

**11) The Resolution User actor views the report and exits the system.**

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

**12) The system logs the user out.**

The system displays the logout page with a link stating 'Click here to log back into the system."

**13) The Resolution User actor closes the window.**

The user closes the web browser window by selecting File -> Close from the browser menu bar.

### 2.2.11 *User views Reminder Report*

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

**7) The Resolution User actor selects the 'Reminder' report.**

The user clicks on the link titled 'Reminder'.

**8) The system presents set-up page for the report.**

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

| Field | Type of Entry | Data |
|---|---|---|
| Due Date | a | Text |
| Fiscal Year End | c | Pre-populated from database |
| ACN | a | Text |
| Reminder Letter Sent Date | a | Text |
| Delinquency Letter Sent Date | a | Text |
| Reminder Letter Sent Date | a | Text |
| CPA Firm Name | a | Text |

**9) The Resolution User actor enters the filter information and generates the report.**

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

**10) The system displays the report.**

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- Institution Type
- Case Team
- Submission Type
- City
- State
- Due Date
- Fiscal Year End
- ACN
- Reminder Letter Sent Date
- CPA Firm Name

**11) The Resolution User actor views the report and exits the system.**

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

**12) The system logs the user out.**

The system displays the logout page with a link stating 'Click here to log back into the system."

**13) The Resolution User actor closes the window.**

The user closes the web browser window by selecting File -> Close from the browser menu bar.

### 2.2.12  *User views School Group Report*

Steps 1-6 are the same for the alternate use cases.  Only the following steps will change.

**7)  The Resolution User actor selects the 'Reminder' report.**

The user clicks on the link titled 'Reminder'.

**8)  The system presents set-up page for the report.**

The system retrieves information for the report and prompts the user for filter inputs.  All inputs will be considered optional.  Any inputs left blank will return all possible information for that field.  Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

| Field | Type of Entry | Data |
|---|---|---|
| Postal Code | a | Text |
| Province | a | Text |
| Country | a | Text |

**9)  The Resolution User actor enters the filter information and generates the report.**

The user types in or selects all information desired to filter for the report.  Any fields not entered will return all possible data.  The user clicks on the 'Generate Report' button when completed.

**10) The system displays the report.**

The system retrieves information based on the filter criteria and generates the report.  All fields listed in the report are sortable by clicking the arrow ($\nabla$) next to the title of the column.  The following information will be displayed for this report:

- OPEID
- Institution Name
- School Group
- Institution Type
- Case Team
- Submission Type
- City
- State
- Postal Code
- Province
- Country

**11) The Resolution User actor views the report and exits the system.**

The user scrolls down the returned data table or sorts the data in order to find what information they desired.  The user then clicks the logout button.

**12) The system logs the user out.**

The system displays the logout page with a link stating 'Click here to log back into the system."

**13) The Resolution User actor closes the window.**

The user closes the web browser window by selecting File -> Close from the browser menu bar.

### 2.2.13 User views Executive Summary for all Submissions Report

Steps 1-6 are the same for the alternate use cases. Only the following steps will change.

**7) The Resolution User actor selects the 'Executive Summary for all Submissions' report.**

The user clicks on the link titled 'Executive Summary for all Submissions'.

**8) The system presents set-up page for the report.**

The system retrieves information for the report and prompts the user for filter inputs. All inputs will be considered optional. Any inputs left blank will return all possible information for that field. Information will be selected in one of the 3 ways listed in Step 8 of the basic flow.

The following fields are specific to this report and are in addition to the common fields listed above:

| Field | Type of Entry | Data |
|---|---|---|
| ACN | a | Text |
| Fiscal Year End | c | Pre-populated from database |
| Received Date | a | Text |
| Resolution Date | a | Text |
| Resubmission Date | a | Text |
| FAD Sent Date | a | Text |
| Audit CPA Firm | a | Text |
| Financial Statement CPA Firm | a | Text |
| Financial Analyst | a | Text |
| ARS | a | Text |
| Conclusion | c | Pre-populated from database |
| Deficiency Indicator | c | Pre-populated from database |
| Total Liability Amount | a | Text |
| LOC Amount | a | Text |
| Audit Cycle Time | a | Text |
| Financial Statement Cycle Time | a | Text |
| Administrative Stay Status | c | Pre-populated from database |

**9) The Resolution User actor enters the filter information and generates the report.**

The user types in or selects all information desired to filter for the report. Any fields not entered will return all possible data. The user clicks on the 'Generate Report' button when completed.

**10) The system displays the report.**

The system retrieves information based on the filter criteria and generates the report. All fields listed in the report are sortable by clicking the arrow (∇) next to the title of the column. The following information will be displayed for this report:

- OPEID

- Institution Name
- School Group
- Institution Type
- Case Team
- Submission Type
- City
- State
- ACN
- Fiscal Year End
- Received Date
- Resolution Date
- Resubmission Date
- FAD Sent Date
- Audit CPA Firm
- Financial Statement CPA Firm
- Financial Analyst
- ARS
- Conclusion
- Deficiency Indicator
- Total Liability Amount (=ACD Liability Amount)
- LOC Amount
- Audit Cycle Time (=FAD Sent Date – Received Date)
- Financial Statement Cycle Time (=Resolution Date – Received Date)
- Administrative Stay Status

**11) The Resolution User actor views the report and exits the system.**

The user scrolls down the returned data table or sorts the data in order to find what information they desired. The user then clicks the logout button.

**12) The system logs the user out.**

The system displays the logout page with a link stating 'Click here to log back into the system."

**13) The Resolution User actor closes the window.**

The user closes the web browser window by selecting File -> Close from the browser menu bar.

## 3. Special Requirements

No special requirements.

## 4. Preconditions

### 4.1 Resolution User accesses reporting functionality from their home page.

A resolution user will be able to load the reporting page from a link on their home page. See extension point – Use Case 15 "Select an Institution" for information on the resolution user home page.

## 5. Postconditions

### 5.1 User closes browser window.

1) The user will close the window when finished generating reports.

## 6. Extension Points

### 6.1 Use Case 15 "Select an Institution"

Describes the home page of the resolution user.

## 7. Requirements

GEN1081        The system will create an In-Process Flagged Financial Statement report.
GEN1082        The system will create a Completed Flagged Financial Statement report.
GEN1083        The system will create an In-Process Audits (unresolved & overdue) report.
GEN1084        The system will create a Completed Audits report.
GEN1257        The system will create a Closeout report.
GEN1258        The system will create a Correspondence report.
GEN1259        The system will create a Compliance Audits Summary report.
GEN1260        The system will create a Financial Statement Summary report.
GEN1261        The system will create a Zone report.
GEN1262        The system will create an LOC report.
GEN1263        The system will create a Delinquency/Missing report.
GEN1264        The system will create a Reminder report.
GEN1265        The system will create a School Groups report.
GEN1266        The system will create an Executive Summary report.